

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 680 BACHELOR HOUSING (BH) MANAGEMENT
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- 680 01 MANAGEMENT
- 680 01 001 Does the Installation Commander have Bachelor Housing (BH) management policies to achieve the standards of MCO 11000.22?
Reference
MCO 11000.22, chap 10, par 3b
- 680 01 002 Does the Installation Commander provide adequate BH facilities to promote unit integrity for tenant commands, to the greatest extent possible, while balancing the capacity of the installation to achieve maximum utilization of 95% across the installation?
Reference
MCO 11000.22, chap 10, par 2c and 7a
- 680 01 003 Does the Installation Commander approve requests for Basic Allowance for Housing (BAH) "Without Dependents" in accordance with MCO 11000.22 and does the Installation Commander inform DC, M&RA (MPO) and DC I&L (LF) of such an approval?
Reference
MCO 11000.22, chap 10, par 3b(3) and 7
- 680 01 004 Does the Installation BH Director accurately maintain all required elements of the Unaccompanied Housing Module (UHM) of the enterprise Military Housing (eMH) system to the maximum extent possible?
Reference
MCO 11000.22, chap 10, par 3c(8)
- 680 01 005 Does the Installation BH Director operate an effective training program for Tenant Command BH managers, to include BH management practices and eMH use?
Reference
MCO 11000.22, chap 10, par 3c(11)
- 680 01 006 Does the Installation BH Director develop and administer the BH budget?
Reference
MCO 11000.22, chap 10, par 3c(9)

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- 680 01 007 Does the Tenant Command and Tenant Command BH Manager maintain timely and accurate inputs to the Unaccompanied Housing Module (UHM) module of the enterprise Military Housing (eMH) system?
Reference
MCO 11000.22, chap 10, par 18
- 680 01 008 Does the Installation BH Director and Tenant Commander ensure all bona-fide permanent party bachelors are assigned in accordance with the assignment standard/Minimum Standards of Adequacy (MSA)?
Reference
MCO 11000.22, chap 10, par 6a
- 680 01 009 Has the Tenant Command assigned a Corporal or Sergeant as the Tenant Command BH manager as a primary duty and is he/she assigned for a 12 month period?
Reference
MCO 11000.22, chap 10, par 3d(4)(a)
- 680 01 010 Has the Tenant Commander provided bona-fide bachelors E5 and below, pregnant service women, and service equivalents, residing in the barracks, proper guidance/procedures regarding application for family housing and BAH when applicable?
Reference
MCO 11000.22, chap 10, par 6d and e
- 680 01 011 Does the Tenant Commander inform Staff Sergeants (or other service equivalent of pay grade E6) and above that they may elect to live off-base and receive BAH (without dependents), rather than occupy Government quarters (CONUS only)?
Reference
MCO 11000.22, chap 10, par 6d(2)
- 680 01 012 Does the Tenant Commander assign geographic bachelors in accordance with priorities and standards identified?
Reference
MCO 11000.22, chap 10, par 6f
- 680 01 013 Does the Tenant Commander provide geographic bachelors a minimum of 72 hours to vacate their quarters when a bona-fide permanent party service member required billeting?
Reference
MCO 11000.22, chap 10, par 6f(2)(b)

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- 680 01 014 Does the Tenant Commander ensure command-directed movements of personnel are kept to a minimum, and were personnel allotted time during working hours to execute the command-directed movements? Were personnel reimbursed for associated expenses incurred as a result of command-directed moves?
Reference
MCO 11000.22, chap 10, par 7a(2)
- 680 01 015 Does the Tenant Command and Tenant Command BH Manager ensure male and female occupants are appropriately integrated within the tenant commands billeting space, and are all room/module occupants, to include those sharing a bathroom, of the same sex?
Reference
MCO 11000.22, chap 10, par 5d
- 680 01 016 Are members informed that Non-Temporary Storage (NTS) is available through their base/station Traffic Management Office (TMO), at no cost, for excess personal items (e.g. large furnishings) accumulated over successive moves?
Reference
MCO 4600.39, par 6001.1-3
- 680 01 017 Does the Tenant Command BH Manager conduct check-in and check-out procedures include maintaining UHM data in enterprise Military Housing (eMH) application, room inspections to include furnishings accountability and a review of all unit/installation policies?
Reference
MCO 11000.22, chap 10, par 3c(12)
- 680 01 018 Does the Tenant Command have a policy to prevent malicious damage to government property within their assigned BH facilities?
Reference
MCO 11000.22, chap 10, par 3d(3)
- 680 01 019 Does the Tenant Command inform residents that they will be held accountable for any damages, as a result of their negligence, which destroys, defaces, damages, impairs or removes any part of the Government-owned property (including fixtures, furnishing and appliances)? This includes any damage that is a result of their respective guests.
Reference
MCO 11000.22, chap 10, par 8

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- 680 01 020 Do the Installation and Tenant Commanders have a disciplined key control policy to include master key control, accountability procedures, centralized key issue point and access rosters?
Reference
MCO 11000.22, chap 10, par 3c(10), MCO 5530.14A, par 3005
- 680 01 021 Does the Tenant Commander maintain guest control procedures?
Reference
MCO 11000.22, chap 10, par 11
- 680 02 HOUSKEEPING/FIELD DAY
- 680 02 001 Does the Tenant Commander ensure assigned BH facilities are kept clean and orderly consistent with the high standards of cleanliness expected of all Marines?
Reference
MCO 11000.22, chap 10, par 9
- 680 03 COMMAND INSPECTION PROGRAMS
- 680 03 001 Does the Commanding General's Inspection Program include inspection of the Bachelor Housing functional area? Does the command inspector conduct inspections on all the Commanding General's subordinate units?
Reference
MCO 5040.6H, par 5c; NAVMC 5040.6H, chap 3, par 3
- 680 03 002 Do the Installation Commander and Installation BH Director conduct routine inspections of the BH facilities? Does the Tenant Command BH Manager review discrepancy reports and ensure corrective action has been taken?
Reference
MCO 11000.22, chap 10, par 3b(4), 3c(2), and 3c(12)
- 680 03 003 Does the Tenant Command implement an inspection program for their assigned BH facilities involving leadership at all levels?
Reference
MCO 11000.22, chap 10, par 3d(1)
- 680 04 MAINTENANCE AND FURNISHINGS
- 680 04 001 Does the Installation Commander maintain a Facilities, Sustainment, Restoration and Modernization (FSRM) and Military Construction (MILCON) plan to maintain BH facilities to an acceptable standard?
Reference
MCO 11000.22, chap 10, par 14 and 15

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- 680 04 002 Does the Installation Commander generate annual Long Range Maintenance Plans and submit to MCICOM (GF)?
Reference
MCO 11000.22, chap 10, par 21
- 680 04 003 Does the Installation Commander generate a five year BH Master Plan and submit to MCICOM (GF)?
Reference
MCO 11000.22, chap 10, par 22a
- 680 04 004 Does the Installation Commander, Installation BH Director, Tenant Command and Tenant Command BH Manager maintain a tracking system for all BH related maintenance work requests? Are work requests monitored to ensure maintenance issues have been addressed and resolved within a timely manner?
Reference
MCO 11000.22, chap 10, par 3b, 3c(1), and 3c(12)
- 680 04 005 Does the Installation BH Director coordinate furnishings procurement (Collateral Equipment and Personal Support Equipment) in conjunction with Base Property and Purchasing and Contracting offices to achieve appropriate life cycle replacement plans? Does the final approval of purchases reside with the Installation BH Director?
Reference
MCO 11000.22, chap 10, par 17
- 680 04 006 Does the Tenant Command and the Tenant Command BH Manager maintain accountability of BH furnishings utilizing the Unaccompanied Housing Module (UHM) of enterprise Military Housing (eMH) system?
Reference
MCO 11000.22, chap 10, par 18
- 680 04 007 Does the Installation BH Director and Tenant Command monitor the condition of furnishings and hold residents accountable for damages to government property?
Reference
MCO 11000.22, chap 10, par 3c(1) and 8
- 680 04 008 Does the Tenant Command BH Manager ensure the use of personally owned appliances are approved by the Installation Commander?
Reference
MCO 11000.22, chap 10, par 12b

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680 04 009 Do the Tenant Command and Tenant Command BH Manager ensure room décor is appropriate and displayed with approved methods?
Reference
MCO 11000.22, chap 10, par 12c